



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF MISSISSIPPI

OXFORD DIVISION
911 Jackson Avenue, Suite 369
Oxford, MS 38655

DAVID CREWS
Clerk of Court

ABERDEEN DIVISION
301 West Commerce Street, Suite 308
Aberdeen, MS 39730

GREENVILLE DIVISION
305 Main Street, Suite 329
Greenville, MS 38701

NOTICE OF VACANCY

Announcement Number:	16-103
Location:	Oxford, Mississippi
Position Title:	Architect / Project Manager
Classification Level:	CL-30
Salary Range:	\$79,806 - \$101,450 annually, depending on experience
Type of Appointment:	Full-time
Opening Date:	June 9, 2016
Closing Date:	June 30, 2016, or until filled.

Position Overview:

This position is located in Oxford, Mississippi and reports directly to the Clerk of Court. The Architect/Project Manager is primarily responsible for providing design and construction supervision for all aspects that are part of construction of a new courthouse. Responsibilities include but are not limited to, project management, development, oversight, scheduling, coordination, and problem solving all aspects of the courthouse construction. Work is performed primarily in an office environment. Travel within and outside the district may be required. Duties may require working during non-business hours.

- Oversee the successful execution of a major courthouse construction project.
- Oversee the design and renovation process, to include review of drawings, specifications, schedules, cost estimates, and other documents to ensure compliance with general project integrity, conformity, and quality. Providing technical, architectural, and engineering assistance to judges and unit executives. Ensure that court requirements are met by the General Services Administration (GSA) and contractors in accordance with the *U.S. Courts Design Guide* and applicable judiciary and court policies.
- Direct and assume responsibility for all phases of renovation and alteration projects, including all

design and construction aspects through project close-out stages.

- Coordinate efforts of various entities to ensure timely action on accomplishment of successive phases of the work. Conduct periodic meetings with all concerned parties to review progress, discuss problems, and develop solutions. Ensure all concerned parties are advised of requirements, changes, problems, and potential solutions.
- Review construction documents, specifications, shop drawings, submittals, material selections and construction schedule to ensure conformance and quality.
- Monitor change orders to determine any impact on project completion.
- Prepare and present periodic reports on project status and/or funding requirements to judicial officers and unit executives. Participate in and coordinate construction and alteration planning. Coordinate scheduling, plan, communicate, and resolve the resultant affects on the court and occupants.
- Maintain project log of court actions, desires, and preferences related to the project.
- Serve as liaison with GSA and attend GSA project coordination meetings with the construction team.
- Prepare CAD drawings (Test fits) of judiciary occupied spaces to be used in conjunction with temporary office furniture relocations. Translate functional requirements into a space needs plan and coordinate the relocation of staff and chambers around the courthouse throughout the project's phases in order to continue court operations and proceedings.
- Review complete MEP documents for compliance with US Courts Design Guide, Publication 64 and GSA P-100 guidelines.
- Have an understanding of LEED and Green Building design, as well as Interagency Security Committee (ISC) design criteria.
- Make recommendations or determinations regarding deviations from schedule and actions which alter operational characteristics of the project.
- Coordinate project security issues with the U.S. Marshals Service as they relate to court space.
- Oversee and coordinate maintenance and preservation of existing structures, including non-GSA properties.
- Utilize software developed for computer assisted drawing and similar computer design technology to develop layouts, plans, blueprints, and designs.
- Interpret and explain to the court all technical information and drawings submitted as a part of the project. Assist the Judges and Clerk of Court in understanding the intent and nature of the designs proposed by the design team.
- Provide day-to-day project management expertise including long-term plans and goals.
- Work with GSA and contractors in establishing and adjusting short and long range schedules, priorities, and deadlines for completion of project phases.
- Monitor, evaluate and inspect all construction work on behalf of the Court.
- Review schedules provided by GSA and contractors to insure there are no delays which impact on project phases or changes that alter operational characteristics of project.
- Coordinate with GSA and other landlords on all rent, space, and other similar tenant issues.
- Attend conferences, training, and meetings, as required.
- Serve as a liaison for the Clerk of Court with other agencies, outside vendors, and local building management, as required.
- Perform other duties as assigned.

Qualifications:

Required: Candidates must be a registered Architect with a minimum of a Bachelor's Degree from an accredited college or university in architecture, industrial design or engineering with at least five years of technical work experience in their respective field of expertise (such as architecture, engineering, project management and or construction management) providing design and construction supervision for all aspects

that are part of a major courthouse construction. Have exceptional project management skills and the ability to successfully direct a project from pre-design to construction. Experience must include project management, development, oversight, scheduling, coordination, and problem solving all aspects of a building construction. Ability to prepare CAD drawings is required.

Preferred: Experience working on federal projects, preferably courthouses, and a demonstrated familiarity with the organization, regulations and staffing of the General Services Administration is preferred.

Benefits:

Federal benefits include paid vacation and sick leave; health, life, dental, vision, disability, and long term care insurance plans; retirement; matching and tax-deferred Thrift Savings Plan; paid holidays and flexible benefits program for health care and child care reimbursement.

To Apply:

Applicants must submit a resume, along with an original Application for Judicial Branch Federal Employment (Form AO-78) which may be downloaded from our website www.msnd.uscourts.gov. Please mail your complete packet to:

Personnel Specialist
Attn: Position 16-103
911 Jackson Avenue East, Suite 369
Oxford, MS 38655

or email to:

HR@msnd.uscourts.gov
(Attachments must be saved as **one** PDF file)

Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work in the United States.
- The court requires employees to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are **at will** and can be terminated with or without cause by the court.
- Applicants must successfully complete an FBI Fingerprint and Background Check/Investigation.
- This position is subject to mandatory electronic fund transfer (direct deposit) of federal wages for court employees.

General Information:

- Only those applicants selected for an interview will be contacted and must travel at their own expense.
- The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The United States District Court for the Northern District of Mississippi is an Equal Opportunity Employer